

**EFFECTIVE**

August 1, 2002.

**SUBJECT**

1. Forms & Publications Added or Updated
2. Code Updates
  - ESS Program Codes
  - Wayne County District Office Closure
3. Miscellaneous

**1.) FORMS &  
PUBLICATIONS  
ADDED/UPDATED****Forms**

The following RFF manual items are added or updated to reflect current policy and the latest version of the form:

- FIA-198, Child Development and Care Certificate/Notice of Authorization
- FIA-712, CDC Need Hours Worksheet
- FIA-805, Child Development and Care Attendance/Billing Record
- FIA-1555, Authorization to Release Medical Information - This form is revised to allow entering the name and address of the agency or provider and mailing in a window envelope per local office request.
- FIA-1992, -1993, -1994, -1995, SSI Medical Evidence Route Slip - These forms are revised with current Disability Determination Service mailing addresses, telephone and fax numbers.
- FIA-4583, Child Development and Care (CDC) Application
- FIA-4690, Child Development and Care Customer Notice
- FIA-4782, Child Development and Care Early Payment Certification.

## Publications

The following RFF manual items are added or updated to reflect current policy and the latest version of the publication:

- FIA Pub-230, Provider Handbook and Billing Instructions for Child Care Providers - This publication replaces Publications 230A and 230B. It provides information for all child care providers on the CDC program, and how to bill via the Internet or the ABCs telephone billing system.
- FIA Pub-798, Michigan Cares for Today's Child
- FIA Pub-872, ABCs Most Frequently Asked Questions
- FIA Pub-874, ABCs Step-By-Step Instructions for Telephone Billing
- FIA Pub-879, ABCs, Step-By-Step Instructions for Internet Billing - This new publication is an informational brochure for all child care providers on how to bill via the Internet for care provided to FIA-funded children.

## 2.) CODE UPDATES

### ESS Program Codes

RFC, Item P

Employment Support Services (ESS) payments generated by LASR are posted on STSM. The program code attached to these payments reflects the funding source of the payment instead of the program code. This information has been added to the Program Code description.

**Wayne County  
District Office  
Closure**

RFC, Item C

Exhibit IV - Wayne County FIA District Offices has been revised. The Wayne County Family Independence Agency Romulus District (16) closed 6/30/2002. Customers applying for assistance and case transfers are referred to the following district offices:

Customers Residing In Zip Code:	Apply At:
48185 48186 48187 48188	Redford District (13) 27260 Plymouth Road Redford, Michigan 48239 (313) 937-4200
48111 48112 48164 48242	Taylor District (18) 22050 Pennsylvania Road Taylor, Michigan 48180 (734) 281-8204
48174 48184	Inkster District (19) 2700 Hamlin Inkster, Michigan 48141 (313) 277-4800

**3.) MISCELLANEOUS**

RFC item titles are revised to indicate whether the item contains ASSIST, CIS or both types of codes.

Additional cross-references and key words/phrases for the Index are added.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS****Added Items ...****RFF 230****RFF 879****Changed Items (content changes) ...****RFC A****RFC C****RFC E****RFC G****RFC H****RFC I****RFC M****RFC N****RFC P****RFC Q****RFC R****RFC S****RFC T****RFC U****RFC V****RFC W****RFF 198****RFF 266****RFF 712****RFF 798****RFF 805****RFF 872****RFF 874****RFF 1555****RFF 1992-95****RFF 4583****RFF 4690****RFF 4782****Changed Items (link changes only) ...****RFC O**